

## CHAPTER 5

### GENERAL GUIDANCE AND REGULATIONS

500. PURPOSE AND SCOPE. This chapter contains general regulations and guidance concerning the administration of naval units and naval personnel.

#### 510 REGULATIONS

510.1. ADDRESS AND TELEPHONE NUMBER REQUIREMENT. All officers will keep the ship's secretary informed of their current local address and telephone number ashore.

510.2. ALARM BELLS AND THE GENERAL ANNOUNCING SYSTEM. These communications devices serve important purposes within naval units. The following guidance pertains to their proper use:

a. NO PERSON WILL, WITHOUT PROPER AUTHORITY AND DUE CAUSE, TAMPER WITH, OPERATE, OR OTHERWISE DISTURB ANY CONTACT MAKER USED TO SOUND THE GENERAL OR SPECIAL PURPOSE ALARMS.

b. The general announcing system (IMC) will not be used without permission of the Officer of the Deck except in emergencies. The use of this system will be for matters of general importance. The system will not be used to relay messages for officers or enlisted personnel except in emergencies or when their immediate presence is necessary for the operation of the ship or equipment.

c. No person will strike the ship's bell or gong without permission of the Officer of the Deck, and then only to indicate the time, or (when at anchor) a fire alarm or fog signal.

d. Boat gongs will be sounded only by direction of the Officer of the Deck to indicate the prospective departure of officers' boats and in advance of the arrival and departure of the Commanding Officer and other senior officials.

510.3. ALCOHOL. All alcohol designated for treatment of medical or dental patients, either directly or indirectly, shall be in the custody of the medical or dental officer. No one shall have access to alcohol except as prescribed by these officers. Alcohol used for other purposes and alcoholic beverages in transit as cargo shall be in the custody of the supply officer or other officer designated by the Commanding Officer. These officers shall supervise in person all receipts and issues of alcohol and alcoholic beverages in their custody and shall keep

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proper records of all transactions to ensure strict responsibility and detect losses promptly. In ships to which no medical officer is attached, all alcohol and alcoholic beverages shall be in the custody of the controlled substances custodian, except for small quantities which may be issued to the leading petty officer in the medical department. If possible, bulk alcohol shall be kept in a three combination safe or, if this is not possible, under lock and key. All transactions between the bulk custodian and medical department representative shall be receipted for. Issues from the working stock in the sick bay shall be covered by prescription. Alcohol shall be inventoried monthly by a special inventory board appointed by the commanding officer for this purpose. Only department heads are authorized to sign requests for the issuance of alcohol. It shall be drawn only in limited quantities sufficient for immediate use and shall be issued only to responsible petty officers. **THE PERSON TO WHOM ALCOHOL IS ISSUED FOR USE SHALL BE RESPONSIBLE FOR ENSURING THAT:**

- a. **IT IS USED ONLY FOR THE PURPOSE FOR WHICH ISSUED.**
- b. **IT IS WITHHELD FROM UNAUTHORIZED PERSONS.**
- c. **IT IS PROTECTED FROM THEFT.**
- d. **THE UNUSED PORTION IS RETURNED IMMEDIATELY TO THE OFFICER FROM WHOM IT WAS DRAWN.**

U.S. Navy Regulations article 1162 discusses the prohibition of alcoholic liquors for beverage purposes on board any ship, craft, aircraft, or in, any vehicle of the Department of the Navy, except as modified by SECNAVINST 1700.11C.

**510.4. ANCHORING. THE COMMANDING OFFICER SHALL:**

- a. **SELECT A SAFE PLACE TO ANCHOR.**
- b. **AFTER ANCHORING, HAVE SUCH BEARINGS AND ANGLES TAKEN AND ENTERED IN THE DECK LOG AS WILL ENABLE THE EXACT POSITION OF THE SHIP TO BE LOCATED ON THE CHART.**
- c. **If practicable, when the ship is anchored at a place which has not been surveyed, have the depth of water and character of the bottom examined to a distance from the anchor of at least one and one-half times the radius of the ship's swinging circle and have the results entered in the Deck log.**

**510.5. ARMED FORCES IDENTIFICATION CARDS AND LEAVE PAPERS.** Armed Forces Identification Cards (DD Form 2N) are property of the U.S. Government and shall be kept in the individual's immediate possession at all times, except when surrendered to

proper authority for identification or investigation, or while in disciplinary confinement. NO PERSON WITHOUT PROPER AUTHORITY SHALL:

a. HAVE IN HIS/HER POSSESSION MORE THAN ONE PROPERLY VALIDATED ARMED FORCES IDENTIFICATION CARD.

b. DEPART ON LIBERTY WITHOUT HIS/HER OWN PROPERLY VALIDATED IDENTIFICATION CARD; OR, IN THE CASE OF LEAVE, WITHOUT HIS/HER OWN PROPERLY VALIDATED LEAVE PAPERS AND IDENTIFICATION CARD.

c. HAVE IN HIS/HER POSSESSION A FALSE OR UNAUTHORIZED IDENTIFICATION CARD; OR A MUTILATED, ERASED, ALTERED, OR NOT PROPERLY VALIDATED IDENTIFICATION CARD; OR AN IDENTIFICATION CARD BEARING FALSE OR INACCURATE INFORMATION CONCERNING A NAME, GRADE, SERVICE NUMBER, OR DATE OF BIRTH.

d. RETURN FROM LEAVE WITHOUT DEPOSITING HIS/HER LEAVE PAPERS WITH THE PROPER AUTHORITY. ANY PERSON RETURNING WITHOUT AN IDENTIFICATION CARD SHALL REPORT THE LOSS TO THE OOD IN PERSON.

e. The Armed Forces liberty pass (DD Form 345) may be used to control the authorized absence (other than leave) of enlisted members when, in the judgment of the Commanding Officer or a senior officer in the chain of command, it is necessary for security, operations, or other special circumstances. Such liberty pass issue will follow NAVMILPERS Manual.

510.6. ARREST BY CIVIL AUTHORITIES. ANY PERSON ARRESTED OR DETAINED BY CIVIL AUTHORITIES WILL IMMEDIATELY ADVISE THE COMMANDING OFFICER (OOD OR CDO) AND STATE THE FACTS CONCERNING SUCH ARREST OR DETENTION.

510.7. BERTHING. NO PERSON WILL:

a. SLEEP IN ANY SPACES OR USE ANY BUNK OR BERTH OTHER THAN THAT TO WHICH ASSIGNED, EXCEPT AS AUTHORIZED BY PROPER AUTHORITY.

b. SLEEP IN OR LIE ON ANY BUNK OR BERTH WHILE CLOTHED IN DUNGAREES OR WORKING CLOTHES OR WHILE WEARING SHOES.

c. SMOKE IN ANY BERTHING AREAS.

d. REMOVE ANY MATTRESS FROM ANY BUNK OR PLACE OF STOWAGE OR PLACE SUCH MATTRESS ON THE DECK OR IN ANY PLACE OTHER THAN A BUNK, EXCEPT AS MAY BE AUTHORIZED BY PROPER AUTHORITY.

e. CREATE A DISTURBANCE OR TURN ON ANY WHITE LIGHT IN ANY BERTHING OR LIVING SPACE DURING THE NIGHT HOURS BETWEEN TAPS AND REVEILLE, EXCEPT AS REQUIRED TO PERFORM ASSIGNED DUTIES.

f. FAIL TO TURN OUT OF HIS/HER BUNK AT REVEILLE, EXCEPT WHEN HE/SHE IS ON THE SICK LIST OR IS AUTHORIZED TO LATE BUNK.

g. BE AUTHORIZED LATE BUNK PRIVILEGES UNLESS HE/SHE HAS HAD A MIDWATCH OR MADE A BOAT TRIP AS A CREW MEMBER AFTER 2200 THE PREVIOUS DAY OR IS SPECIFICALLY AUTHORIZED LATE BUNK PRIVILEGES BY THE EXECUTIVE OFFICER OR COMMAND DUTY OFFICER. ALL LATE SLEEPERS WILL TURN OUT AT 0700.

510.8. BULLETIN BOARDS. For the purposes of this article, the term "division officer" will include all unit division officers and all other officers in charge of personnel embarked in a naval unit but not regularly assigned to a division of the unit.

a. All division officers will maintain a bulletin board in an accessible space in their division which will display all immediately applicable directives and orders (including the Plan of the Day) affecting personnel of the division.

b. Each department head will maintain a bulletin board in the departmental office or other accessible space which will be used to display all immediately applicable directives and orders (including the Plan of the Day) affecting officer and enlisted personnel of the department.

c. Unit personnel will be responsible for knowledge of all orders and directives (including the Plan of the Day) posted on division and department bulletin boards.

510.9. CARD GAMES AND GAMBLING. NO PERSON WILL:

a. GAMBLE FOR MONEY WITH PLAYING CARDS, DICE, OR OTHER APPARATUS OR METHODS ON BOARD NAVAL UNITS.

b. ENGAGE IN ANY CARD GAMES OR OTHER GAMES DURING PRESCRIBED WORKING HOURS OR DURING THE HOURS BETWEEN TAPS AND REVEILLE, OR DURING DIVINE SERVICES.

510.10. CIVILIAN CLOTHING. Unless the Secretary of the Navy directs that uniforms be worn at all times and except as noted in U.S. Navy Uniform Regulations (NAVPERS 15665), civilian clothing

may be worn by all officers and enlisted personnel under the following regulations. Area commanders and the Senior Officer present may suspend this privilege to meet local conditions, advising the Chief of Naval Personnel when such action is taken.

a. Officers and enlisted personnel are permitted civilian clothing aboard naval units. Such clothing may be worn while leaving or returning to the naval unit, awaiting transportation to leave the unit, while on authorized leave of absence, liberty, or in any off-duty status on shore.

b. When civilian clothing is worn, naval personnel will ensure that their dress and personal appearance are appropriate for the occasion and will not bring discredit on the naval service. Current styles and fashions are authorized. The wearing of uniform items with civilian attire is unauthorized except as provided in U. S. Navy Uniform Regulations.

510.11. CONCESSIONS. Particular attention is directed to those sections of U.S. Navy Regulations and the NAVSUP P-487 (NOTAL) concerning concessions or dealing with tradespersons. **NO CONCESSIONS WILL BE GRANTED NOR ANY ARRANGEMENT MADE WITH DEALERS OR TRADESPERSONS BY WHICH THEY AGREE TO PAY A PORTION OF THEIR SALES PROFIT TO THE SHIP'S STORE.** All items sold aboard naval units for profit (for example, popcorn, canned beverages, and so forth) must be handled through the ship's store.

510.12. CONTAGIOUS AND COMMUNICABLE DISEASES. The following provisions should be observed to minimize the potential impact of communicable diseases:

a. Any person contracting a communicable disease shall be isolated immediately upon detection. Incoming personnel shall be examined and appropriate action taken to prevent the spread of communicable diseases. To minimize the spread of contagious diseases, all mess gear and food containers shall be sterilized and sanitary precautions shall be effected in washrooms, laundries, and barbershops.

b. **QUARANTINE DISEASE SHALL BE REPORTED TO HIGHER AUTHORITY FOLLOWING CURRENT DIRECTIVES.**

c. **THE MEDICAL OFFICER SHALL SUBMIT A MEDICAL QUARANTINE LIST UPON ENTERING PORT AND PRIOR TO GRANTING LIBERTY. A NEW LIST SHALL BE SUBMITTED WHENEVER CHANGES OCCUR. THE MEDICAL QUARANTINE LIST SHALL BE FORWARDED TO THE COMMANDING OFFICER VIA THE EXECUTIVE OFFICER WITH COPIES TO ALL DEPARTMENT HEADS AND THE COMMAND DUTY OFFICER/OFFICER OF THE DECK.**

d. *DIVISION OFFICERS SHALL CHECK THE MEDICAL QUARANTINE LIST AND DENY LIBERTY AND LEAVE TO ALL PERSONNEL ON THE MEDICAL QUARANTINE LIST.*

e. Medical treatment and assignment of HIV(+) personnel shall be in accordance with SECNAVINST 5300.30C.

510.13. CREW'S HEADS AND WASHROOMS. Crew's heads and washrooms will be open at all times except when closed for cleaning during the prescribed daily cleaning schedule.

a. *NO PERSON WILL LOITER OR DRY CLOTHING IN ANY CREW'S HEAD OR WASHROOM.*

b. *NO PERSON WILL THROW RUBBISH OR OTHER SOLID MATTER INTO BOWLS OR URINALS.*

510.14. CUSTOMS. Upon arrival of a naval unit in United States territory after visiting a foreign port, it is subject to customs and other inspections by Federal authorities.

a. On such occasions, customs declarations will be distributed to all hands in sufficient time to be filled out and returned before arrival in port.

b. *IT SHALL BE THE DUTY OF ALL PERSONNEL TO ACCURATELY COMPLETE CUSTOMS DECLARATIONS PRIOR TO ARRIVAL IN PORT.*

c. *NO PERSON, WITHOUT PERMISSION FROM THE COMMANDING OFFICER, SHALL BRING ON BOARD ANY ARTICLE, ANIMAL, OR ANY OTHER THING, THE INTRODUCTION OF WHICH INTO U.S. TERRITORY IS FORBIDDEN OR RESTRICTED UNDER CURRENT REGULATIONS.*

510.15. DISCLOSURE OF DRUG AND ALCOHOL ABUSE INFORMATION. The rules on usage of disclosures of drug or alcohol abuse information have been carefully defined and precisely limited in OPNAVINST 5350.4C. Privileged communications, confidentiality, and the permissible uses of drug and alcohol abuse information provided or obtained from members under various circumstances are discussed in depth in OPNAVINST 5350.4C.

510.16. DIVINE SERVICES. Accessible and appropriate space shall be provided for divine services. *NO PERSON SHALL CONDUCT HIMSELF/HERSELF IN A MANNER WHICH WOULD INTERFERE WITH PROPERLY AUTHORIZED DIVINE SERVICES.*

510.17. ELECTRICAL AND ELECTRONIC EQUIPMENT. The use of electrical or electronic equipment improperly designed for shipboard use can represent a safety, operational, or fire hazard. Hazards include the potential compromise of unit radio

security through operation of electronic equipment which have unknown or undesired emissive properties.

a. ONLY AUTHORIZED PERSONNEL WILL OPERATE ELECTRICALLY POWERED MACHINERY OR EQUIPMENT.

b. NO PERSON WILL OPERATE AN ELECTRICALLY POWERED PORTABLE TOOL/EQUIPMENT UNLESS IT BEARS A SHIPS IDENTIFICATION MARKING/TAG INDICATING IT HAS BEEN INSPECTED AND IS ELECTRICALLY SAFE FOR USE ON BOARD NAVAL SHIPS.

c. NO PERSON WILL HAVE IN HIS/HER POSSESSION ON BOARD A NAVAL SHIP ANY ELECTRICAL APPLIANCE (OTHER THAN AN ELECTRIC SHAVER, TOOTHBRUSH, OR HAIR DRYER) EXCEPT AS AUTHORIZED BY THE ELECTRICAL SAFETY OFFICER AND THEN ONLY AFTER IT HAS BEEN INSPECTED AND PROVEN SAFE FOR USE ON BOARD NAVAL SHIPS BY THE ELECTRICAL OFFICER OR ELECTRONIC MATERIAL OFFICER. WHEN AUTHORIZED, SUCH ELECTRICAL EQUIPMENT WILL NOT BE USED IN ANY SPACE OR IN ANY MANNER OTHER THAN THAT FOR WHICH IT WAS AUTHORIZED. Prohibited personally owned electric/electronic equipment are listed in NAVSHIPS Technical Manual, Chapter 300, para 300-2.70 (NOTAL).

510.18. EMERGENCY EQUIPMENT. NO PERSON SHALL USE EMERGENCY EQUIPMENT FOR ANY PURPOSE OTHER THAN THAT FOR WHICH IT IS INTENDED. EMERGENCY EQUIPMENT INCLUDES ITEMS SUCH AS BATTLE LANTERNS, EMERGENCY FIRST AID BOXES, SHORING, WRENCHES, LIFE RINGS, EQUIPMENT IN LIFE RAFTS AND BOATS, PORTABLE FIRE PUMPS, FIRE HOSES, AND FUEL FOR EMERGENCY MACHINERY.

510.19. FALSE STATEMENTS. NO PERSON WILL, IN ANY OFFICIAL CAPACITY, KNOWINGLY OR WILLFULLY MAKE ANY FALSE, FICTITIOUS, OR FRAUDULENT STATEMENTS OR REPRESENTATIONS, OR MAKE USE OF ANY FALSE WRITING OR DOCUMENTS KNOWN TO CONTAIN ANY FALSE, FICTITIOUS, OR FRAUDULENT STATEMENT OR ENTRY (Articles 107 and 132 UCMJ and paragraphs 31 and 58 Manual for Courts-Martial, 1984).

510.20. FRESH WATER. The demands placed on ship's evaporators for make-up feed water and water for washing, cooking, and drinking make it mandatory that every person on board ship practice the utmost prudence and economy in the use of fresh water. The galleys, sick bay, and laundry are authorized to use only that amount of fresh water that is consistent with cleanliness and sanitation. Fresh water may be used for general cleaning purposes at such times as may be directed by the Commanding Officer.

a. Salt water will not be used for cleaning purposes in any food preparation spaces, nor will salt water connections be permitted in these spaces.

b. Cross connections between fresh water and salt water systems, or other systems that may contaminate the potable water, are not permitted.

c. *NO PERSON WILL WILLFULLY WASTE, OR LOSE, OR CAUSE THE LOSS OF ANY FRESH WATER ON BOARD SHIPS.*

510.21. GOVERNMENT PROPERTY. *NO PERSON SHALL:*

a. *CONCEAL OR FAIL TO REPORT TO PROPER AUTHORITY THE LOSS, REMOVAL, DESTRUCTION, OR DAMAGE OF GOVERNMENT PROPERTY ENTRUSTED TO HIS/HER CARE OR CUSTODY.*

b. *REMOVE WITHOUT PROPER AUTHORITY FROM ITS REGULAR PLACE OF STOWAGE OR LOCATION, FOR ANY PURPOSE WHATEVER, ANY ARTICLE OF GOVERNMENT PROPERTY, INCLUDING HULL AND DAMAGE CONTROL FITTINGS, FIRST AID EQUIPMENT, LIFE SAVING AND EMERGENCY EQUIPMENT, AND STORES AND FOODSTUFFS.*

c. *HAVE IN HIS/HER POSSESSION ANY ARTICLE OF GOVERNMENT PROPERTY EXCEPT AS MAY BE NECESSARY FOR THE PERFORMANCE OF HIS/HER DUTY OR AS MAY BE AUTHORIZED BY PROPER AUTHORITY.*

510.22. GROOMING AND PERSONAL APPEARANCE. It is the responsibility of officers in command to ensure their personnel are neat and well groomed at all times. (See U.S. Navy Uniform Regulations, NAVPERS 15665I for current standards.)

510.23. HEALTH, SANITATION, AND MESSING. *ALL PERSONS SHALL:*

a. *REPORT PROMPTLY TO THE MEDICAL OFFICER THE EXISTENCE OR SUSPICION OF ANY COMMUNICABLE DISEASES IN THEMSELVES OR IN PERSONS WITH WHOM THEY ARE LIVING OR OTHERWISE COME IN CONTACT.*

b. Report immediately for medical treatment if they have any discharge, inflammation, or sores in their genital area; or if they have displayed other symptoms of a venereal disease or the Human Immunodeficiency Virus (HIV); or if they are aware that they have contracted a venereal disease; or have been infected with the HIV. (The reporting and treatment is a personal and confidential matter except to the extent necessary for building the BUMED HIV data base, or as otherwise authorized by SECNAVINST 5300.30C or other competent authority. No disciplinary action will be taken for having contracted an infection or disease.)



c. USE MEASURES MADE AVAILABLE BY THE MEDICAL DEPARTMENT IF THEY HAVE BEEN EXPOSED TO A POSSIBLE VENEREAL DISEASE.

d. ENSURE THAT ANY PERSON SUFFERING FROM INFECTIONS OR FROM A CONTAGIOUS DISEASE IS NOT ASSIGNED TO DUTY SUCH AS ON THE MESS DECKS, IN STORES AREAS, OR ON WORKING PARTIES ENGAGED IN HANDLING PROVISIONS OR OTHER ASSIGNMENTS WHICH MIGHT CONTRIBUTE TO THE SPREAD OF CONTAGIOUS DISEASES.

e. References

(1) U.S. Navy Regulations article 1143

(2) SECNAVINST 5300.30C

510.24. HITCHHIKING. NO NAVAL PERSONNEL WILL, ON A PUBLIC ROAD, STREET, OR HIGHWAY, ENDEAVOR BY WORDS, GESTURES, OR OTHERWISE TO BEG, SOLICIT, OR HITCHHIKE A RIDE IN OR ON ANY MOTOR VEHICLE. Accepting rides at established service personnel pickup stations is authorized.

510.25. INDEBTEDNESS. Since indebtedness brings a discredit to the naval service, debts shall not be incurred when there is no reasonable expectation of repaying them. The Commanding Officer's interest in the matter of indebtedness of personnel attached to a naval unit will be directed principally to the establishment of facts so that corrective or disciplinary measures may be taken.

510.26. INSPECTION OF PROPERTY. NO PERSON WILL REFUSE TO PRESENT FOR INSPECTION BY THE OOD OR AUTHORIZED REPRESENTATIVE ANY ITEM OF BAGGAGE OR ARTICLE IN HIS/HER POSSESSION OR ON HIS/HER PERSON OR KNOWINGLY CONCEAL IN ANY CONTAINER OR ON HIS/HER PERSON ANY ARTICLE WITH INTENT TO DECEIVE OR EVADE THE LAWFUL INSPECTION OF SUCH ARTICLES.

510.27. INTOXICATED PERSONS. All persons intoxicated to such an extent as to create a disturbance or to make their being at large dangerous to their personal safety or to the safety of the unit shall be placed under protective restraint upon direction of the Commanding Officer, the Command Duty Officer, or the Officer of the Deck.

a. The Officer of the Deck or the Command Duty Officer shall ensure that all persons who return on board in an intoxicated condition, or found on board intoxicated, shall be promptly examined by the medical officer or a qualified representative.

b. When restraint is imposed on an individual, it should be in such a manner as to accomplish the desired degree of restraint

with a minimum of force. Attachment of an individual to a fixed or immovable object should only be authorized when all else fails, and then a continuous guard should be posted with specific instructions to care for the welfare of the person under restraint in the event of an emergency.

510.28. LEAVE AND LIBERTY. No person will:

a. Proceed from the confines of a naval unit without permission of proper authority.

b. Proceed from the confines of a naval unit while knowingly in a restraint status without permission of the Commanding Officer, the Executive Officer, or in emergencies, the Command Duty Officer.

c. Proceed from the confines of a naval unit while knowingly on the sick list, binnacle list, or the medical quarantine list.

d. Fail to report his/her departure from or return to a naval unit to the OOD or an authorized representative.

510.29. LIGHTS. NO PERSON SHALL:

a. TURN ON ANY WHITE LIGHTS, OTHER THAN STANDING LIGHTS, DURING THE HOURS BETWEEN TAPS AND REVEILLE, IN ANY LIVING SPACE, PASSAGEWAY, OFFICE, MESS DECK, LOUNGE OR RECREATION AREA, CONTROL ROOM, SHOP, MACHINERY SPACE, OR OTHER WORKING SPACE, UNLESS SUCH LIGHT IS INCIDENT TO THE PERFORMANCE OF DUTY OR AUTHORIZED BY PROPER AUTHORITY.

b. EMPLOY ANY LIGHTING DEVICE, OTHER THAN FLASHLIGHTS OR HAND LANTERNS THAT HAVE BEEN ALTERED TO PRODUCE A DIM RED LIGHT, ON ANY WEATHER DECK OR IN ANY SPACE VISIBLE FROM WITHOUT DURING PERIODS WHEN THE UNIT IS DARKENED. FURTHER, SUCH LIGHTS WILL BE USED ONLY WHEN NECESSARY FOR THE PERFORMANCE OF DUTY.

510.30. SHIP'S KEYS CUSTODY AND ADMINISTRATION AND LOCKED SPACES. Keys for spaces requiring control over access will be administered in accordance with the following provisions:

a. Magazine keys will be handled as prescribed by Navy Regulations. Keys for reduction gear casings will be kept in the custody of the Engineer Officer and will be handled under current instructions. Keys to supply department spaces will be handled as prescribed in the NAVSUP Manual (NOTAL). Keys for special weapons spaces will be handled under current security instructions. Keys for other spaces should be kept in the custody of designated officers. Special attention should be

given to the security of keys of spaces containing combustibles and gasoline.

b. Each department head shall maintain a key control log and a key locker which shall contain all the required keys to his/her spaces. Keys to key lockers shall be available to the OOD at all times for use in any emergency. Duplicate keys may be kept, under proper security arrangements, in secured positions.

c. LOCKED SPACES. NO PERSON WILL:

(1) HAVE THE KEY TO ANY SPACE ON BOARD A NAVAL SHIP OTHER THAN THE LOCKER TO WHICH ASSIGNED FOR THE STOWAGE OF PERSONAL PROPERTY, UNLESS SUCH KEY IS USED IN THE PERFORMANCE OF REGULARLY ASSIGNED DUTIES.

(2) LOCK FROM THE INSIDE ANY OFFICE, SHOP, OR OTHER SPACE ON BOARD A NAVAL UNIT TO PREVENT ACCESS TO SUCH SPACE FROM WITHOUT, EXCEPT AS MAY BE AUTHORIZED BY PROPER AUTHORITY.

510.31. MAIL AND POSTAL MATTERS. No facilities of the Armed Forces Postal Service will be used by unauthorized persons. The major overseas commander of the military service concerned may authorize certain personnel to send or receive mail in the event of a national emergency, hostilities, or occupation.

510.32. MESS GEAR. The removal of mess gear from the mess decks is prohibited. The senior petty officer in charge of the compartment in which mess gear is found will ensure its immediate return to the mess decks.

510.33. MOTION PICTURES. Certain courtesies are to be observed in order to ensure proper decorum at this important unit privilege.

a. At the completion of a motion picture, all persons will remain at attention until the Commanding Officer and the flag officers have departed. All enlisted persons will remain in their places until all officers are clear of the movie area.

b. All persons will sit in seats reserved for their particular grade or rate.

c. No person will create a disturbance or conduct oneself in an inappropriate manner while attending motion pictures.

510.34. MOTOR VEHICLES. The following provisions relate to personnel operating motor vehicles assigned to Navy units:

a. NO PERSON SHALL OPERATE A GOVERNMENT-OWNED MOTOR VEHICLE ASSIGNED TO A NAVAL UNIT UNLESS SPECIFICALLY DESIGNATED TO DO SO BY THE COMMANDING OFFICER, AND THEN ONLY FOR OFFICIAL UNIT BUSINESS.

b. Military personnel operating government-owned motor vehicles shall comply with all post, station, local, state, and federal directives. U.S. Government operator's permit is not required for non-emergency type vehicles under one ton. (All personnel operating government-owned emergency vehicles (i.e. police, ambulance, fire, rescue, etc.) are required to have a U.S. Government operator's permit with an emergency vehicle operator endorsement.)

c. ALL PERSONS OPERATING GOVERNMENT-OWNED MOTOR VEHICLES ASSIGNED TO A NAVAL UNIT SHALL OBTAIN THE PERMISSION OF THE OOD BEFORE DRIVING AWAY FROM THE UNIT AND SHALL REPORT TO THE OOD UPON RETURN. Arrival and departure reports of vehicles assigned to naval vessels may be made to the beach guard.

510.35. WORKING STOCKS OF NARCOTICS. All narcotics and other controlled substances authorized for medical purposes shall be in the custody of the medical or dental officer. No one shall have access to this material except as prescribed by these officers or the Commanding officer.

a. The medical and dental officers shall supervise in person all receipts and issues of narcotics and other controlled substances in their custody and shall keep proper records of all transactions to ensure strict accountability and detect losses promptly.

b. WITH THE EXCEPTION OF MEDICAL AND DENTAL OFFICERS, NO PERSON SHALL PRESCRIBE OR ADMINISTER ANY NARCOTICS OR OTHER CONTROLLED SUBSTANCES, EITHER TO ONESELF OR TO ANOTHER PERSON, EXCEPT TO AID THE INJURED DURING ACTION OR EMERGENCIES. The medical and dental officers may authorize certain hospital corpsmen and dental technicians to administer narcotics and controlled drugs to patients in sick bay per the medical and dental officers' prescription.

c. In units to which no medical officer is attached, all narcotics and dangerous drugs shall be in the custody of the controlled substances custodian, except small quantities of necessary narcotics and dangerous drugs which may be issued to the leading petty officer in the medical department. The narcotics and dangerous drugs shall be kept in a three-combination safe or, if this is not possible, under lock and key. All transactions between the bulk custodian and medical department representative shall be receipted for. Issues from the working

stock in the sick bay shall be covered by prescription. Narcotics and dangerous drugs shall be inventoried monthly by a special inventory board appointed for this purpose.

510.36. NAVAL CUSTOMS, CEREMONIES, AND TRADITIONAL EVENTS. Many time-honored naval customs, ceremonies, and traditional events celebrate unique mission accomplishments, areas of operation, special qualifications, personal and command milestones, and professional achievements. These events are part of our naval heritage and include various initiations, hail and farewells, promotion and advancement ceremonies, dining in/out parties, and other well-established traditional events. When conducted under command sponsorship and within reasonable constraints, these activities serve to enhance morale, esprit de corps, pride, professionalism, and unit cohesiveness.

a. To ensure human dignity and uphold the highest professional standards, these events must be able to withstand close public scrutiny and both reflect and reinforce our Navy core values of honor, commitment, and courage. All current Navy directives and policies, especially those regarding equal opportunity and sexual harassment, will be followed. The following guidelines shall be incorporated into the planning and conducting of all ceremonies and events:

(1) THE COMMANDING OFFICER OR HIS/HER DIRECT REPRESENTATIVE SHALL PERSONALLY BE INVOLVED IN THE PLANNING AND EXECUTING OF ALL EVENTS.

(2) GLAMORIZATION OF ALCOHOL AND ALCOHOL ABUSE BY EVENT PARTICIPANTS AND GUESTS SHALL NOT BE TOLERATED.

(3) SEXUALLY SUGGESTIVE ACTIVITIES, PROPS, COSTUMES, SKITS, GAGS, OR GIFTS ARE PROHIBITED. PERSONAL AND RELIGIOUS BELIEFS OF THOSE IN ATTENDANCE SHALL BE RESPECTED AT ALL TIMES.

(4) COERCION OF NAVY MEMBERS TO PARTICIPATE SHALL NOT BE TOLERATED. ANY PARTICIPATION BY PRINCIPLES OR GUESTS SHALL BE VOLUNTARY.

(5) Proper medical screening of participants (when appropriate) and compliance with applicable health, safety, and environmental regulations shall be part of event planning.

510.37. OFFICIAL FORMS, RECORDS, AND CORRESPONDENCE. NO PERSON SHALL:

a. HAVING POSSESSION, CUSTODY, OR CONTROL OF OFFICIAL CORRESPONDENCE, FORMS, OR RECORDS, KNOWINGLY DELIVER THEM OR

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**DIVULGE THEIR CONTENTS TO ANY PERSON NOT AUTHORIZED TO RECEIVE THEM.**

**b. SELL, BARTER, OR TRADE OFFICIAL CORRESPONDENCE, RECORDS, OR FORMS FOR MONETARY GAIN OR OTHER CONSIDERATIONS.**

**510.38 SMARTNESS, OUTFITS, UNIFORMS, AND CLOTHING..** The wearing of the naval uniform should be a matter of personnel pride to all personnel. Each member of the naval service is a representative of the U. S. Government, and his/her dress and conduct should reflect credit upon oneself, the naval service, and the country.

**a. Uniforms will be kept scrupulously clean with lace, devices, and insignia bright and free from tarnish and corrosion.**

**b. Hats and caps will be worn squarely on the head, bottom edge horizontal except for the beret which is worn either at the front hairline or toward the back of the head and tilted slightly to the right.**

**c. Shoes will be kept well shined and in good repair. Leather shoes are required for all personnel aboard ship for normal daily operations. Poromeric (e.g. CORFAM) shoes may be worn:**

**(1) When immediately departing or returning to the ship,**  
**or**

**(2) When specifically authorized by the Commanding Officer for ceremonial or other special occasions.**

Poromeric shoes ashore remain an individual option except in designated hazardous areas where leather safety shoes are required.

**d. NO PERSON SHALL:**

**(1) WEAR FRAYED, TORN, DIRTY, OR OTHERWISE MUTILATED CLOTHING.**

**(2) WEAR ANY ARTICLE OF CLOTHING WHICH IS NOT PRESCRIBED AS PART OF THE UNIFORM OF THE DAY.**

**(3) WEAR ANY ARTICLE OF A NAVAL UNIFORM IN A MANNER THAT WOULD BRING DISCREDIT TO THE NAVAL SERVICE.**

**(4) IF THAT PERSON IS ENLISTED, HAVE ANY ARTICLE OF UNIFORM CLOTHING WHICH IS NOT LEGIBLY MARKED WITH HIS/HER NAME AND/OR SERVICE NUMBER; OR ANY ARTICLE OF CLOTHING OR BEDDING**

MARKED WITH THE NAME AND/OR SERVICE NUMBER OF ANOTHER PERSON WHICH HAS NOT BEEN MARKED "DC" FOR "DISCARDED CLOTHING" BY THE CHIEF MASTER-AT-ARMS AND RECORDED IN THE DC CLOTHING RECORD BOOK.

(5) SELL, BARTER, EXCHANGE, LEND, OR GIVE AWAY CLOTHING, ARMS, MILITARY OUTFITS, OR EQUIPMENT FURNISHED BY THE GOVERNMENT. NO NAMES, DESIGNS, OR MARKS EXCEPT THE NUMBER PRESCRIBED FOR OFFICIAL IDENTIFICATION WILL BE PLACED ON ANY FOUL WEATHER CLOTHING OR OTHER EQUIPMENT FURNISHED BY THE GOVERNMENT.

(6) WEAR OR HAVE EXPOSED UPON THE UNIFORM, ARTICLES SUCH AS WATCH CHAINS, FOBS, PINS, JEWELRY, HANDKERCHIEFS, COMBS, CIGARS, CIGARETTES, PIPES, OR SIMILAR ITEMS, EXCEPT THAT TIE CLASPS, CUFF LINKS, SHIRT STUDS, AND EARRINGS WILL BE WORN AS PRESCRIBED IN UNIFORM REGULATIONS. WEARING OF WRIST WATCHES, IDENTIFICATION BRACELETS, AND INCONSPICUOUS RINGS IS PERMITTED. NO ECCENTRICITIES IN DRESS WILL BE PERMITTED.

(7) SMOKE, EAT, DRINK BEVERAGES, PLACE HANDS IN POCKETS, PUBLICLY DISPLAY AFFECTION (HOLD HANDS, WALK ARM-IN-ARM, EMBRACE, ETC.) WHILE IN UNIFORM AS A PEDESTRIAN. Clearly, common sense must prevail for situations such as commencement of/return from deployments.

e. SPECIAL CLOTHING. The Supply Officer will procure, store, and issue special clothing under current allowances and standard accounting procedures.

(1) Special clothing will be drawn from the Supply Officer for each department by the head of department and reissued to individuals on an allowance/need basis via division officers who will account to the department head by sub-custody receipts.

(2) Special clothing will be worn only when prescribed by proper authority. No names, designs, or markings, other than authorized stenciled markings, will be placed on such clothing.

510.39. PAINTING. Painting will conform to the instructions contained in Naval Ships' Technical Manual (NSTM), Chapter 631 (NOTAL), and ship concealment camouflage instructions, where applicable.

a. Color schemes for painting interior surfaces incident to habitability improvement will be in accordance with instructions issued by COMNAVSEASYSOM and the type commander. Compartment labels, damage control markings, name plates, and instruction plates will not be painted.

b. NO PERSON SHALL, UNDER ANY CIRCUMSTANCES STOW PAINT IN ANY SPACE OTHER THAN IN PROPERLY DESIGNATED FLAMMABLE LIQUID STOREROOMS OR PAINT LOCKERS. NO PERSON SHALL, UNDER ANY CIRCUMSTANCES, DISPOSE OF PAINT OR OTHER HAZARDOUS MATERIALS OVER THE SIDE, IN REGULAR TRASH RECEPTACLES, OR BY ANY OTHER UNAUTHORIZED MEANS.

c. Supervision of the paint locker and the control and issue of paint, paint pots, and brushes is the responsibility of the First Lieutenant. All paint, paint pots, and brushes will be checked in to the paint locker daily at the end of working hours unless authorized for after working hours use by the First Lieutenant. Such material will be returned to the paint locker upon completion of the work, however, not later than the time designated by the First Lieutenant.

510.40. PERMISSION TO LEAVE THE SHIP OR LIMITS OF THE COMMAND. When directed by the Commanding Officer, the Executive Officer may grant permission to officers junior to him/her to leave the ship.

a. When approved by the Commanding Officer, this authority may be delegated to the heads of departments with respect to the officers of their departments.

b. When officers senior in rank to the Executive Officer desire to leave the ship, they shall obtain the required permission directly from the Commanding Officer. All other officers shall obtain permission from the executive officer or the officer delegated by the Commanding Officer.

c. All officers shall report to the officer of the deck their permission to leave and the fact of their return to the ship. The departure and return of officers senior to the Executive Officer shall be reported to the latter by the officer of the deck.

d. Within commands other than ships, the provisions of this article shall apply insofar as practicable but may be modified by the Commanding Officer to meet local conditions.

510.41. PERSONAL EFFECTS. The command and individuals have a shared responsibility to safeguard the personal property of members of the unit.

a. NO PERSON WILL MAINTAIN PERSONAL BELONGINGS OR OTHER ARTICLES IN ANY LOCKER CLOSET, PEACOCK LOCKER, OR SPACE OTHER THAN THAT REGULARLY ASSIGNED TO HIM/HER OR AUTHORIZED BY PROPER AUTHORITY TO USE.



b. Each person is responsible for obtaining a lock and keeping his/her locker locked at all times. Any evidence of tampering with locks or unauthorized entry into a personal locker will be reported to the Chief Master-At-Arms immediately.

c. When any enlisted person on board a naval unit is declared a deserter or becomes mentally or physically incapacitated to the extent that he/she can no longer care for his/her personal effects, they will be collected, inventoried, and sealed by a division petty officer in the presence of the division officer and a master-at-arms and delivered to the Chief Master-At-Arms for safekeeping and disposition under current instructions. Only personnel designated will handle or disturb in any way the personal effects of another person.

d. The personal effects of an absent or incapacitated officer will be inventoried and packed by two officers designated by the Executive Officer and will be delivered to the supply office for safekeeping and disposition per current instructions.

510.42. **PERSONALLY OWNED TOOLS AND MATERIALS.** The division officer will maintain a permanent file of itemized, descriptive inventory sheets for any personally owned tools, materials, or equipment authorized to be brought on board. Each inventory sheet will be signed by both property owner and division officer. All electric/electronic tools, equipment, or devices will be checked and approved as described in paragraph 510.17.

a. **NO PERSON WILL TAKE ASHORE ANY TOOLS, MATERIALS, OR EQUIPMENT, WHETHER THEY ARE GOVERNMENT OR PERSONAL PROPERTY, UNLESS THEY ARE SPECIFICALLY LISTED ON A DULY AUTHENTICATED PROPERTY PASS.**

b. Enlisted personnel desiring to bring personally owned tools, materials, or equipment on board will first obtain permission to do so from their division officer. All such items must be considered by the division officer to be comparable to Government-owned items used in unit work or business.

510.43. **PETITIONS, PROTEST, AND DISSIDENT AND RELATED ACTIVITIES.** The right of expression of any person in naval service should be preserved to the maximum extent, consistent with good order and discipline and national security. See articles 1150-1156, NAVREGS, 1990.

a. Commanders and Commanding Officers should be alert to conduct which would impair or destroy the effectiveness of the unit. Commanding Officers must ascertain the nature and purpose of all significant group activities, including activities of racial/ethnic organizations, within their commands to the extent

reasonably necessary to prevent conduct that is unlawful or dangerous to military loyalty, discipline, or morale. The commander will properly terminate such activity, using force, if necessary. For related guidance refer to OPNAVINST 1620.1A (NOTAL).

b. UNLESS APPROVED BY THE COMMANDING OFFICER, NO PERSON IN THE NAVAL SERVICE WILL PARTICIPATE IN PICKETING, DEMONSTRATIONS, SIT-INS, POLITICAL SPEECHES, AND SIMILAR ACTIVITIES ON BOARD ANY SHIP, CRAFT, OR AIRCRAFT, OR IN ANY VEHICLE OF THE DEPARTMENT OF THE NAVY; ON ANY MILITARY INSTALLATION; IN A FOREIGN COUNTRY; ON DUTY OR IN UNIFORM.

c. UNLESS APPROVED BY THE COMMANDING OFFICER, NO PERSON WILL ORIGINATE, SIGN, DISTRIBUTE, OR PROMULGATE PETITIONS OR PUBLICATIONS, INCLUDING PAMPHLETS, NEWSPAPERS, MAGAZINES, HANDBILLS, FLYERS, OR OTHER PRINTED OR WRITTEN MATERIAL ON BOARD ANY SHIP, CRAFT, OR AIRCRAFT, OR IN ANY VEHICLE OF THE DEPARTMENT OF THE NAVY; ON ANY MILITARY INSTALLATION; IN A FOREIGN COUNTRY; ON DUTY OR IN UNIFORM.

d. Peaceful meetings, assemblies, congregations, or group discussions by off-duty personnel are lawful and will not be prohibited. However, group activities undertaken in a manner or involving a subject matter that would render the activity illegal are subject to control or prohibition.

e. A Commander or Commanding Officer may control or prohibit any activities when, in his/her judgment, the activity would:

(1) Materially interfere with the safety, operation, command, or control of the ship or the assigned duties of particular members or of the command.

(2) Present a clear danger to the loyalty, discipline, morale, or safety of personnel of the command.

(3) Involve distribution of material or the rendering of advice or counsel that causes, attempts to cause, or advocates insubordination, disloyalty, mutiny, or refusal of duty; solicits desertion; discloses classified information; motivates violence or racial disharmony; or otherwise involves the planning or execution of unlawful conduct or acts.

f. Military personnel must reject participation in organizations that espouse supremacist causes; attempt to create illegal discrimination based on race, creed, color, sex, religion, or national origin; or, advocate the use of force or violence, or otherwise engage in efforts to deprive individuals of their civil rights. ACTIVE PARTICIPATION, SUCH AS PUBLICLY DEMONSTRATING OR

RALLYING, FUND RAISING, RECRUITING AND TRAINING MEMBERS, AND ORGANIZING OR LEADING SUCH ORGANIZATIONS IS INCOMPATIBLE WITH MILITARY SERVICE, AND IS THEREFORE PROHIBITED. Commanders have authority to employ the full range of administrative procedures, including separation or appropriate disciplinary action against military personnel who actively participate in such groups.

g. MILITARY PERSONNEL MAY NOT JOIN OR MAINTAIN MEMBERSHIP IN ANY MILITARY LABOR ORGANIZATION THAT ENGAGES IN OR ATTEMPTS TO ENGAGE IN NEGOTIATING OR BARGAINING ON BEHALF OF MILITARY PERSONNEL CONCERNING THE TERMS OR CONDITIONS OF MILITARY SERVICE, INDIVIDUAL GRIEVANCES OR COMPLAINTS ARISING OUT OF THE TERMS OF CONDITIONS OF SERVICE, OR STRIKES, PICKETS, MARCHES, OR DEMONSTRATES CONCERNING SUCH MATTERS. See DODIR 1354.1 of 25 Nov 80.

510.44. PETS. NO PERSON WILL HAVE IN HIS/HER POSSESSION OR BRING ABOARD A NAVAL UNIT ANY ANIMALS, BIRDS, REPTILES, OR FISH, FOR ANY PURPOSE WHATEVER, WITHOUT PERMISSION OF THE COMMANDING OFFICER.

510.45. PHOTOGRAPHIC EQUIPMENT. NO PERSON SHALL:

a. POSSESS OR INTRODUCE ON BOARD A NAVAL UNIT ANY CAMERA OR OTHER PHOTOGRAPHIC EQUIPMENT CAPABLE OF EXPOSING A PHOTOGRAPHIC PLATE OR FILM WITHOUT PERMISSION OF THE COMMANDING OFFICER OR AUTHORIZED REPRESENTATIVE.

b. MAKE PHOTOGRAPHS OF A NAVAL UNIT OR ITS EQUIPMENT, OR OF OBJECTS FROM THE UNIT, WITHOUT PERMISSION OF THE COMMANDING OFFICER, AND THEN ONLY OF THE OBJECTS FOR WHICH PERMISSION WAS SPECIFICALLY GIVEN.

c. WHILE ON WATCH OR DUTY AS A SENTRY OR MEMBER OF A PATROL, KNOWINGLY PERMIT THE INTRODUCTION OF ANY CAMERA OR PHOTOGRAPHIC EQUIPMENT ON BOARD A NAVAL UNIT UNLESS SUCH EQUIPMENT IS AUTHORIZED BY THE COMMANDING OFFICER OR AUTHORIZED REPRESENTATIVE.

510.46. PLAN OF THE DAY. A plan of the day will be published daily by the Executive Officer or an authorized representative and will issue such orders and directives as the Executive Officer may issue. When the Executive Officer is absent from the unit it will be issued by the Command Duty Officer.

a. The Plan of the Day will be posted on all department and division bulletin boards.

b. All persons will read the Plan of the Day each day. They are responsible for obeying applicable orders contained therein. In port, the Plan of the Day will be read at quarters.

510.47. REFUSE, RUBBISH, TRASH, GARBAGE, HAZARDOUS WASTE, OILS, AND OILY WASTE DISPOSAL. Incinerators, compactors, garbage grinders, or water separators and oily waste systems shall be used to the maximum extent possible with the objective of maximum reduction of visible waste discharge overboard. EXCEPT WHERE AN EMERGENCY SITUATION EXISTS AND FAILURE TO DO SO WOULD ENDANGER THE HEALTH OR SAFETY OF SHIPBOARD PERSONNEL, NO PERSON WILL:

a. DISPOSE OF GARBAGE BY MEANS OTHER THAN THOSE APPROVED BY THE EXECUTIVE OFFICER.

b. THROW ANY TRASH, CHEWING GUM, OR OTHER WASTE MATERIAL IN URINALS, ON DECK, OR IN ANY OTHER PLACE OTHER THAN DESIGNATED TRASH RECEPTACLES.

c. DISCHARGE OR OTHERWISE DISPOSE OF ANY WASTE IN SUCH A MANNER AS TO ENDANGER THE PUBLIC HEALTH OR WELFARE OR THAT VIOLATES ANY APPLICABLE ENVIRONMENTAL PROTECTION LAW.

d. THROW OVERBOARD WOOD, TRASH, BOTTLES, BOXES, GARBAGE, UNPIERCED METAL CONTAINERS, OR OTHER FLOATABLE ARTICLES UNLESS EVERY EFFORT HAS BEEN MADE TO PACKAGE FOR NEGATIVE BUOYANCY.

e. DISCHARGE UNPULPED GARBAGE, WHEN UNDERWAY, IN NAVIGABLE WATERS OF THE U.S. PLUS THE CONTIGUOUS ZONE OUT TO 12 NAUTICAL MILES; PULPED GARBAGE IN U.S. NAVIGABLE WATERS OUT TO THREE NAUTICAL MILES. DISCHARGE GARBAGE WITHIN 12 NAUTICAL MILES OF ANY FOREIGN COASTLINE.

f. DISCHARGE UNPULPED TRASH AT SEA WITHIN 25 NAUTICAL MILES OF ANY SHORELINE; PULPED TRASH IN NAVIGABLE WATERS OF THE U.S. PLUS THE CONTIGUOUS ZONE OUT TO 12 NAUTICAL MILES. (EXCEPT THAT SUBMARINES MAY DISCHARGE COMPACTED TRASH THAT IS NEGATIVELY BUOYANT WITHIN 25 NAUTICAL MILES OF THE U. S. COAST UP TO 12 NAUTICAL MILES PROVIDED THE DEPTH OF WATER IS GREATER THAN 1000 FATHOMS.

g. DISCHARGE OILS OR OILY WASTE, WHEN UNDERWAY, WITHIN 50 NAUTICAL MILES FROM ANY SHORELINE.

h. DISCHARGE HAZARDOUS WASTE IN THE NAVIGABLE WATERS OF THE U.S. PLUS THE CONTIGUOUS ZONE OUT TO 12 NAUTICAL MILES OR IN A MANNER NOT CONSISTENT WITH NSTM, CHAPTER 593 (NOTAL).

i. THROW ANYTHING OVERBOARD AT SEA EXCEPT FROM THE FANTAIL AND THEN ONLY WITH THE PERMISSION OF THE OFFICER OF THE DECK.

j. DISCHARGE SOLID WASTE WHEN INPORT IN ANY PLACE EXCEPT DESIGNATED TRASH LIGHTERS OR RECEPTACLES ON THE PIER.

k. DISCHARGE HAZARDOUS WASTE WHEN INPORT IN OTHER THAN PROPERLY LABELED CONTAINERS SPECIFIED IN NSTM CHAPTER 593 (NOTAL) TO THE RECEIVING SHORE ACTIVITY.

l. DISCHARGE PULPED GARBAGE WHEN INPORT EXCEPT INTO THE COLLECTION, HOLDING, AND TRANSFER (CHT) SYSTEM FOR TRANSFER TO THE SHORE RECEIVING FACILITIES.

m. DISPOSE OF ANY MEDICAL WASTE UNLESS THE COMMAND MEDICAL REPRESENTATIVE HAS APPROVED THAT SUCH DISPOSAL FOLLOWS APPLICABLE LAWS AND BUMED PROCEDURES.

n. REFERENCE

U. S. Navy Regulations, 1990, article 1163

510.48. REMOVAL OF EQUIPMENT FROM SHIP. Before any unit's equipment or spare parts are removed permanently (over one week), the Commanding Officer must grant permission. This applies to items removed to the unit's storeroom ashore. Before any of the unit's allowance of equipment and spare parts are removed temporarily from the unit, permission is required as follows:

<u>Item</u>	<u>Grants Permission</u>
Correspondence and unit publications	Executive Officer
Equipage and department publications	Cognizant officer
Spare parts	Supply Officer and Cognizant officer

510.49. REQUIRED READING BY OFFICERS. Within a reasonable period of time after reporting for duty in a unit (as determined by the Executive Officer), officers will read the following publications and report orally to the Executive Officer (via respective head of department for officers below department head level) that such has been completed. Further, they will read semi-annually the publications preceded by an asterisk (\*) and refer frequently to the other publications listed, plus any/all available publications relative to outstanding performance as a naval officer.

a. United States Navy Regulations

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b. Standard Organization and Regulations of the U. S. Navy  
(OPNAVINST 3120.32C)

\*c. Department Organization and Instructions (for department  
to which assigned)

\*d. Effective Executive Officer's Memoranda

e. Officer of the Deck Order Book

f. Department of the Navy Information and Personnel Security  
Program Regulation (OPNAVINST 5510.1H).

g. Uniform Code of Military Justice

\*h. Standards of Conduct and Government Ethics  
(SECNAVINST 5370.2J)

510.50. RESTRICTED SPACES. NO PERSON SHALL ENTER ANY RESTRICTED  
SPACE UNLESS PROPERLY AUTHORIZED AND IN THE PERFORMANCE OF  
OFFICIAL DUTY.

510.51. SABOTAGE OR WILLFUL DAMAGE. Any person who has reason  
to believe that the ship is in danger of sabotage or willful  
damage will immediately notify the Officer of the Deck or Command  
Duty Officer.

510.52. SAFE COMBINATIONS. The Security Manager will maintain a  
current record of combinations for all safes on board a naval  
unit except the safe assigned to the Paymaster for safeguarding  
public funds.

a. Any person setting or changing the combination on any  
safe on board a naval unit (except the Paymaster's safe) will  
place the combination in a sealed envelope on which has been  
written the exact location of the safe and deliver it to the  
Security Manager.

b. THE DISBURSING OFFICER WILL NEITHER DIVULGE NOR IN ANY  
MANNER ENTRUST TO ANY OTHER PERSON THE COMBINATION OF ANY SAFE  
WHICH CONTAINS OFFICIAL FUNDS; EXCEPT THAT WHEN PHYSICALLY  
INCAPACITATED AND UNABLE TO OPEN SUCH SAFE, HE/SHE MAY, UPON THE  
ORDERS OF THE COMMANDING OFFICER, DIVULGE THE COMBINATION TO A  
DESIGNATED BOARD OF OFFICERS.

c. No person to whom sole custody of a safe combination has  
been entrusted will be detached from a naval unit unless custody  
of the safe is turned over to another authorized person or the  
safe is locked open.

510.53. SAFE NAVIGATION. THE COMMANDING OFFICER OF A SHIP AND, AS APPROPRIATE, OF AN AIRCRAFT SHALL:

a. PRESERVE ALL INFORMATION RECEIVED OR PROCURED CONCERNING SAFE NAVIGATION.

b. ENSURE THAT THE CURRENT AUTHORIZED ALLOWANCE OF NAUTICAL AND AERONAUTICAL CHARTS AND PUBLICATIONS ARE ON BOARD AND ARE CORRECTED TO DATE PRIOR TO ANY USE FOR NAVIGATIONAL PURPOSES.

c. MAKE EVERY EFFORT TO OBTAIN FROM RELIABLE SOURCES (FOREIGN OR OTHERWISE) ALL INFORMATION THAT WILL AID IN ANY CASE OF DOUBT ABOUT SAFE NAVIGATION OVER PROPOSED ROUTES OR PORTS TO BE VISITED.

d. KEEP INFORMED OF THE ERROR OF ALL COMPASSES AND OTHER DEVICES AVAILABLE AS AIDS TO NAVIGATION.

e. IMMEDIATELY BEFORE LEAVING AND AS SOON AS PRACTICABLE AFTER ENTERING PORT, REQUIRE THE NAVIGATION OFFICER TO ASCERTAIN THE DRAFT OF THE SHIP, FORWARD AND AFT, AND ENTER IT IN THE LOG.

f. HAVE THE ANCHORS READY FOR LETTING GO WHEN THE PROXIMITY OF LAND OR THE DEPTH OF WATER IS SUCH THAT THERE IS DANGER OF GROUNDING.

g. ENSURE THAT LOOKOUTS ARE PROFICIENT IN THEIR DUTIES AND ARE STATIONED IN ACCORDANCE WITH THE BEST PRACTICE OF SEAMANSHIP, HAVING IN MIND ANY SPECIAL CONDITIONS, THE RESULTS TO BE ACCOMPLISHED, AND THE PHYSICAL LIMITATIONS OF PERSONNEL. WHEN UNDERWAY DURING LOW VISIBILITY OR WHEN APPROACHING OR TRAVERSING CONGESTED TRAFFIC LANES OR AREAS, AT LEAST ONE LOOKOUT SHALL BE STATIONED ON THE BOW AS FAR FORWARD AND AS NEAR THE WATER AS FEASIBLE.

h. REQUIRE THAT AVAILABLE ELECTRONIC AND OTHER AIDS TO SAFE NAVIGATION BE EMPLOYED DURING PERIODS OF LOW VISIBILITY AND OTHER TIMES WHEN NEEDED.

i. ENSURE THAT DEVICES FOR FIXING THE SHIP'S POSITION AND FOR ASCERTAINING THE DEPTH OF WATER ARE EMPLOYED WHEN UNDERWAY ON SOUNDINGS; ENTERING OR LEAVING PORT; OR UPON APPROACHING AN ANCHORAGE, SHOAL, OR ROCK, WHETHER OR NOT A PILOT IS ON BOARD. IF CIRCUMSTANCES WARRANT, HE/SHE SHALL REDUCE SPEED TO THE EXTENT NECESSARY TO PERMIT THESE DEVICES TO BE OPERATED EFFICIENTLY AND ACCURATELY.

j. OBSERVE EVERY PRECAUTION PRESCRIBED BY LAW TO PREVENT COLLISIONS AND OTHER ACCIDENTS ON THE HIGH SEAS, INLAND WATERS, OR IN THE AIR.

k. WHEN UNDERWAY IN RESTRICTED WATERS OR CLOSE INSHORE AND UNLESS UNUSUAL CIRCUMSTANCES PREVENT, STEAM AT A SPEED WHICH WILL NOT ENDANGER OTHER SHIPS OR CRAFT OR PROPERTY CLOSE TO THE SHORE.

l. WHEN DOCKING A SHIP WITH TUG ASSISTANCE, ENSURE THAT CONTROL OF THE SHIP AND CONTROL OF THE TUG(S) REMAIN VESTED IN ONE PERSON.

m. TAKE SPECIAL CARE THAT THE LIGHTS REQUIRED BY LAW TO PREVENT COLLISIONS AT SEA, IN PORT, OR IN THE AIR ARE KEPT IN ORDER AND BURNING IN ALL WEATHER FROM SUNSET TO SUNRISE, AND REQUIRE THAT MEANS FOR PROMPTLY RELIGHTING OR REPLACING SUCH LIGHTS ARE AVAILABLE.

n. KEEP A NIGHT ORDER BOOK, WHICH SHALL BE PRESERVED AS PART OF THE SHIP'S OFFICIAL RECORDS, IN WHICH SHALL BE ENTERED HIS/HER ORDERS WITH RESPECT TO COURSES, ANY SPECIAL PRECAUTIONS CONCERNING THE SPEED AND NAVIGATION OF THE SHIP, AND ALL OTHER ORDERS FOR THE NIGHT FOR THE OFFICER OF THE DECK.

o. WHEN UNDER THE TACTICAL COMMAND OF A SENIOR, PROMPTLY GIVE NOTICE TO SUCH SENIOR AND TO THE SHIP OR AIRCRAFT ENDANGERED IF THE DIRECTED COURSE IS LEADING THE SHIP OR AIRCRAFT OR ANY OTHER SHIP OR AIRCRAFT INTO DANGER.

p. WHEN UNDER THE TACTICAL COMMAND OF A SENIOR, PERFORM NO INDEPENDENT EVOLUTION WITHOUT ORDERS FROM SUCH SENIOR, EXCEPT AS NECESSARY TO AVOID COLLISION OR IMMINENT DANGER.

510.54. SEARCH AND SEIZURE. Search, seizure, and inspection are complex topics and are treated in detail in the MCM and JAGMAN. Specific guidance can be found in Military Rules of Evidence 311 through 317, MCM.

510.55. SHIPBOARD TRAFFIC ROUTES. All persons will use the following routes when proceeding to their general quarters or emergency stations; forward and up on the starboard side; aft and down on the port side.

510.56. SHIP HANDLING. The Commanding Officer of a ship will afford frequent opportunities to the Executive Officer (and to other officers of the ship as practicable) to improve his/her (their) skill in ship handling.

510.57. SMALL ARMS. Authority to arm security and watchstanding personnel is vested in the Commanding Officer by Navy Regula-



tions, SECNAVINST 5500.29B and 10 USC 1585. Small arms will be issued by appropriate authority to watches, sentries, and other person specified in writing by the Commanding Officer.

a. No person will be issued arms until he/she has qualified with assigned weapon(s) under OPNAVINST 3591.1C. Initial qualification standards outlined in above instructions will not be waived. Annual qualification while underway can be accomplished using ranges detailed in NSWC MP 83-280 (NOTAL).

b. PRIOR TO FIREARMS QUALIFICATION AND ANNUALLY THEREAFTER, ALL PERSONNEL WILL RECEIVE TRAINING IN THE USE OF DEADLY FORCE AND WILL SIGN A STATEMENT TO BE ENTERED IN THEIR TRAINING RECORD THAT SUCH TRAINING WAS RECEIVED UNDER SECNAVINST 5500.29B.

c. When properly trained and qualified, personnel will be authorized to carry firearms when performing law enforcement of security duties.

d. NO PERSON SHALL DRAW A FIREARM UNLESS ITS ACTUAL USE IN THE SITUATION WOULD BE PROPER UNDER GUIDELINES GOVERNING THE USE OF DEADLY FORCE. Firearms may be drawn and readied for use in situations where it is anticipated that they may be actually required.

e. PERSONNEL AUTHORIZED TO CARRY A WEAPON IN THE PERFORMANCE OF THEIR DUTIES WILL CARRY THE WEAPON AS FOLLOWS:

(1) SHOTGUN WITH MAGAZINE TUBES FULLY LOADED BUT NO ROUND CHAMBERED

(2) SERVICE RIFLE WITH FULLY LOADED MAGAZINE INSERTED BUT NO ROUND CHAMBERED

(3) 1911A1 PISTOL WITH FULLY LOADED MAGAZINE BUT NO ROUND CHAMBERED

(4) 9mm SERVICE PISTOL AND REVOLVERS WILL BE CARRIED FULLY LOADED (INCLUDES ROUND CHAMBERED IN 9mm DOUBLE ACTION PISTOL).

f. No person will clean, repair, or adjust any small arms except those persons specifically designated by appropriate authority, i.e. Commanding Officer, Executive Officer, Weapons Officer. Personnel firing small arms shall be taught and supervised in the cleaning of weapons fired so that individuals clean the weapon he/she fired.

g. Personal small arms brought aboard a naval unit for transportation purposes will be turned in to the Weapons Officer or First Lieutenant.

510.58. SOLICITORS, TRADESPERSONS, AND AGENTS. NO PERSON WILL FURNISH A ROSTER OR THE NAMES OF ANY OTHER MEMBERS OF THE CREW TO ANY SOLICITOR, TRADESPERSON, OR AGENT WITHOUT PERMISSION OF THE COMMANDING OFFICER. All releases of personnel rosters, recall bills, and the like must be accomplished following the Privacy Act. Consult a judge advocate if there is any doubt about the propriety of a contemplated release.

510.59. SPECIAL REQUESTS AND REQUEST MAST. The right of any person to make special request of their organizational superiors or to communicate with the Commanding Officer through a request mast at a proper time and place may not be denied or restricted.

a. Requests will be forwarded promptly through the chain of command to the appropriate level for decision. The reason should be stated when a request is not approved or recommended.

b. No person will, through intent or neglect, fail to act on or forward promptly any request or appeal which is his/her duty to act on or forward.

c. Requests for exchange of duty will be made only between people fully qualified to stand each other's watches. Exchanges of duty will be for a full day only. Exchanges for portions of a day should not be approved.

510.60. SWIMMING. NO PERSON SHALL SWIM OVER THE SIDE WITHOUT EXPRESS PERMISSION OF THE COMMANDING OFFICER. Swimming over the side is expressly prohibited when in harbor or other fleet concentrations without approval of the senior officer present afloat (SOPA); or when in waters known or suspected to be contaminated. Whenever swimming parties are authorized, the following measures will be effected:

a. At least two swimmers, qualified as life guards, will be posted.

b. One boat and boat crew will be in the water in the vicinity of the swimming area.

c. All swimmers will remain within the designated boundaries of the swimming area.

510.61. TAX-FREE TOBACCO PRODUCTS. Except for bulk sales to certain units under orders to proceed beyond the three-mile limit of the United States, tax-free cigarettes may not be sold by unit

stores or activities within the three-mile limit or international boundary, as the case may be, of the United States.

510.62. TIPPING. NO PERSON SHALL ACCEPT ANY MONEY OR OTHER COMPENSATION FROM OR OFFER THE SAME TO A PERSON ON BOARD A NAVAL UNIT IN RETURN FOR A SERVICE PERFORMED IN THE LINE OF DUTY, WHICH IS HIS/HER DUTY TO PERFORM ON BOARD A NAVAL UNIT, REGARDLESS OF THE CIRCUMSTANCES INCIDENT TO SUCH SERVICE.

510.63. UNAUTHORIZED ALTERATIONS AND TAMPERING. No change or alteration will be made to any system or component without the approval of the Commanding Officer. All changes, regardless of scope, will be entered in prints, instruction books, and material histories by the responsible petty officer. Nothing in this article is intended to waive the requirement for approval of configuration changes and ships' alterations by the Naval Sea Systems Command. NO PERSON SHALL TAMPER WITH, MANIPULATE, OR OPERATE IN ANY MANNER ANY HULL FITTINGS AND EQUIPMENT, DAMAGE CONTROL FITTINGS AND EQUIPMENT, VALVES, ELECTRICAL EQUIPMENT AND CONTROLS, MACHINERY, VENTILATION CONTROLS AND THERMOSTATS, OR OTHER EQUIPMENT WHICH IS NOT HIS/HER DUTY TO OPERATE, REPAIR, OR ADJUST.

510.64. UNAUTHORIZED ARTICLES. NO PERSON WILL:

a. POSSESS ON BOARD A NAVAL UNIT THE PROPERTY OF ANOTHER PERSON IN THE NAVAL SERVICE WITHOUT PERMISSION FROM PROPER AUTHORITY.

b. PURCHASE ANY DANGEROUS WEAPONS PROHIBITED BY NAVY REGULATIONS IN ANY PORT OUTSIDE THE UNITED STATES, UNLESS AUTHORIZATION HAS BEEN OBTAINED IN WRITING FROM THE COMMANDING OFFICER.

c. PROFFER, SELL, OR EXHIBIT, DISPLAY OR DISTRIBUTE ANY LEWD, LASCIVIOUS, OR OBSCENE WRITING, DRAWING, OR PHOTOGRAPH. (OPNAVINST 1620.1A)

d. HAVE IN HIS/HER POSSESSION ON BOARD A NAVAL UNIT ANY MEDICINE OR DRUGS EXCEPT AS MAY BE AUTHORIZED BY THE MEDICAL OFFICER OR BY THE PRESCRIPTION OF A CIVILIAN DOCTOR.

510.65. UNAUTHORIZED ENTRY. No person will:

a. ENTER ANY SPACE ON BOARD A NAVAL UNIT WHICH IS MARKED EXCLUSION, LIMITED, CONTROLLED, OR RESTRICTED AREA OR WHICH IS KNOWN TO BE RESTRICTED, EXCEPT AS NECESSARY TO PERFORM HIS/HER DUTY.

b. Enter or pass through the wardroom, the wardroom galley, officers' staterooms, passageways in the vicinity of officer's staterooms, or any space marked OFFICER'S COUNTRY, or known to be officers' country, except as necessary to perform his/her duty, if he/she is enlisted.

c. Enter any office space or shop which is not his/her duty to enter.

510.66. WARTIME INFORMATION SECURITY PROGRAM. Whenever Armed Forces censorship is established:

a. ALL PERSONAL COMMUNICATIONS TO OR FROM PERSONS IN THE ARMED FORCES OR PERSON ACCOMPANYING OR SERVING WITH THE ARMED FORCES OF THE UNITED STATES SHALL BE SUBJECT TO CENSORSHIP IN AREAS OR UNITS WHERE CENSORSHIP HAS BEEN ESTABLISHED.

b. PERSONAL CABLES, RADIOGRAMS, TELEGRAMS, OR TELEPHONE CALLS WHICH TRANSIT THE BORDERS OF A CENSORSHIP AREA SHALL BE TRANSMITTED ONLY THROUGH FACILITIES APPROVED BY HIGHER AUTHORITY.

c. TANGIBLE PERSONAL COMMUNICATIONS MAY BE CARRIED BY HAND, SHIPPED AS BAGGAGE OR IN PERSONAL EFFECTS, OR OTHERWISE TRANSMITTED; BUT THEY SHALL BE SUBMITTED TO THE CENSORSHIP BOARD PRIOR TO SUCH TRANSMISSION.